POSITION ANNOUNCEMENT

POSITION TITLE: Saturday Reference Librarian (Hourly)
DEPARTMENT: Fordham Westchester Library

RESPONSIBILITIES:
• Assist students, faculty, and staff with reference questions in person, online, by text, and email to support all academic areas served by the library.
• Provide exceptional virtual reference service for online degree programs.
• Provide support for new and existing online initiatives of the University.
• Be knowledgeable with a wide array of electronic and print resources.
• Teach bibliographic instruction classes if required.
• Have knowledge of digital repositories, online tutorials, and other digital projects.
• Be familiar with Circulation and procedures for electronic and physical Reserves.
• Assist at the Circulation desk as needed.
• Other duties as assigned.

QUALIFICATIONS:
• MLS or MLIS (or near completion) from an ALA accredited school required.
• Must be proficient with Microsoft Office applications.
• Strong oral and written skills.
• Ability to work independently and collaboratively.
• Strong commitment to public service.
• Experience in an academic library is preferred.

HOURS: Saturdays 8:30 to 5:30 (open to additional hours when needed). Hours will vary during the summer.
SALARY: Commensurate with experience
START DATE: October 1st 2018

Email cover letter and resume to: batemarco@fordham.edu
Diane Batemarco
Fordham Westchester Library
400 Westchester Avenue
West Harrison, New York 10604

No phone calls please.

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories